

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6558

TITLE: INDUSTRIAL ELECTRICIAN SUPERVISOR

GRADE: S-23

DEFINITION:

Under direction, plans and supervises the activities of a group of Industrial Electricians engaged in the installation, modification, maintenance, and repair of industrial electrical systems, controls, and equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Industrial Electrician Supervisor exercises full supervisory responsibility over Industrial Electrician subordinates and related work activities. The Industrial Electrician Supervisor class is distinguished from the Industrial Electrician III level in that the Industrial Electrician III acts as a working leader over subordinate level Industrial Electricians in the performance of specific tasks and may temporarily, in the absence of the Industrial Electrician Supervisor, assume higher level supervisory responsibility typically exercised by the Industrial Electrician Supervisor.

ILLUSTRATIVE DUTIES:

Plans, schedules, evaluates and monitors work plans, assignments, and methods as necessary to accomplish the work effectively and economically;
Prepares written instructions on procedures for installation, maintenance, and repair operations;
Keeps abreast of and identifies appropriate training for section personnel related to changes in the National Electrical Code or changes in the electrical and electronic industries;
Monitors the incoming electrical power using the power monitors or plant SCADA system;
Assists in the preparation of the annual budget;
Makes inspections of the plant with special attention to operating motors, distribution centers, motor control centers, and other electrical equipment and initiates corrective action as required;
Reviews and maintains inspection reports and detailed records of all services rendered;
Supervises the maintenance and repair of electrical control panels and electrical circuits, motors, distribution centers, breakers, pumps, motor controls, switch gears, relays, voltage regulators, and other electrical or electronic equipment;
Troubleshoots equipment, control and power system failures to determine the cause and corrective action required;
Monitors the inventory of repair and replacement parts and supplies and initiates and approves purchase requests as needed;
Trains subordinates in proper diagnostic, repair, maintenance and installation procedures;
Interviews and selects section employees;
Takes informal and recommends formal corrective action on complaints, conduct, or performance problems;
Responds to routine and emergency service calls after normal working hours;
Follows and assures adherence to safety regulations and procedures;
Monitors the preventive maintenance system for the repairs with voltages up to 5000 volts ac, main bus current up to 4000 amps, motors up to 1250 HP, generators up to 2500KW; complex

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boilers up to 55000 MBTU, and large chilled water systems in accordance with electrical code and safety guidelines.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the standard practices, tools, and equipment of the electrical trade;

Thorough knowledge of applicable county, state and national electrical, NFPA and safety codes;

Thorough knowledge of electrical controls and motors, including high voltage three-phase service;

Thorough knowledge of safety regulations and procedures as well as common hazards and precautionary methods peculiar to the electricity trade;

Ability to plan and perform work of the trade at the Master-level;

Ability to follow written and oral instructions as well as diagrams, schematics, blue prints and manufacturer's manuals;

Ability to maintain good interpersonal relationships;

Ability to troubleshoot and repair industrial type electrical systems and equipment;

Ability to effectively supervise and train industrial electrician workers by providing appropriate guidance, judgment, motivation and leadership;

Ability to instruct personnel on the National Electric Code and in the maintenance, repair, and installation of industrial electrical system;

Ability to work in conditions that may include inside and outside work in inclement weather, climbing ladders and scaffolding, and descending underground, as well as exposure to hazardous chemicals, infectious bacteria, and the hazards of high voltage electrical shock.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to high school graduation or a G.E.D. issued by a state department of education; AND

Successful completion of an approved electrician's apprentice program; PLUS:

Five years of experience as a journeyman electrician which includes two years of Industrial Electrician III (leader) or equivalent supervisory experience.

NECESSARY SPECIAL REQUIREMENTS:

Adequate color perception to distinguish colors of electrical wiring.

CERTIFICATES AND LICENSES REQUIRED:

Possession of valid Commonwealth of Virginia Master Electrician's license.

Possession of a valid state motor vehicle operator license.

REVISED:	August 31, 2006
REVISED:	January 24, 2001
ESTABLISHED:	December 7, 1987